



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY JOINT MUNITIONS COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-6000

REPLY TO
ATTENTION OF:

AMSJM-GC

22 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Ethically Speaking

1. As we get closer to the end of the calendar year we can expect to see fellow co-workers leaving government service. That makes now a good time to refresh our memories on the rules on giving gifts to departing and retiring employees.

2. The Standards of Ethical Conduct for Employees of the Executive Branch has a "special, infrequent occasion" exception to the general rule that we should not give gifts to our official superiors. Reassignment or transfer outside of the superior-subordinate chain and retirement are two examples of "special, infrequent occasions" where employees may honor another's service to our organization and the Army with a gift appropriate to the occasion. Also, this is one of the two situations when it is permissible to solicit other employees to contribute to a gift.

However, there are restrictions.

a. The maximum value of any gift(s) from a "donating group" generally may not exceed \$300. Gifts that are also given to the spouse are included in the \$300 maximum. However, this limit does not include the value of the food, refreshments and entertainment provided to the honoree and his or her personal guests at the event that marks the occasion. In addition, plaques and similar items for presentation purposes only and with no intrinsic value (e.g. no sterling silver or gem encrusted engraved plates) are not considered to be gifts, and are not included in the \$300 limit.

b. If an employee contributes to the gift from two different donating groups (e.g., the CSM contributes to both the enlisted personnel gift and to the command group's gift to a departing commander), the two donating groups are treated as one. The aggregate value of the two gifts may not exceed \$300.

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c. The maximum that may be solicited from other employees is \$10, although an employee may contribute more than \$10 on his or her own initiative.

4. An employee's participation and the amount of contribution must be entirely voluntary.

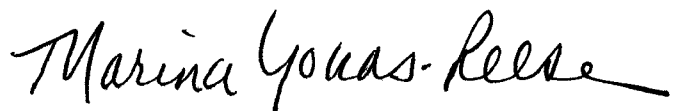
5. We may not solicit from "outside sources." For example, we may not solicit contributions from support contractors or their employees, and we may not accept contributions from them for this gift.

6. What's a "donating group"? That depends on the situation. In deciding on "donating groups," consider the basic rule and the appearances. We want to avoid situations where employees feel compelled to participate because of a competitive atmosphere, with one organization wanting to outdo another, or other reasons. We want to make sure that the person being honored is not embarrassed.

7. Keep the "donating groups" to the minimum necessary to honor the departing employee. When a senior official is departing and the expectation is that a large number of employees and groups will contribute to gifts, it is prudent to appoint a "gift coordinator" to work with the Ethics Counselor to assure compliance with the rules and to prevent any needless embarrassment to the departing official.

8. When the situation arises where the employees of your organization want to collect money for a gift for a departing employee, it is best to seek the advice of your Ethics Counselor before you begin to solicit. What you want to avoid is the situation where the honoree must either return the gift, or pay you fair market value for it.

9. If you have any questions please call the undersigned, Office of Counsel, DSN 793-8458, email yokas-reese@osc.army.mil.



MARINA YOKAS-REESE
Office of Counsel

AMSJM-GC

SUBJECT: Ethically Speaking

DISTRIBUTION:

COMMAND GROUP

- ☐ AMSJM-CG
- ☐ AMSJM-CGX
- ☐ AMSJM-CGS
- ☐ AMSJM-CS
- ☐ AMSJM-DCS
- ☐ AMSJM-CSM
- ☐ AMSJM-DC
- ☐ AMSJM-ESS

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ARMS/ASPI OFFICE

- ☒ AMSJM-AM

**AWPS PROGRAMS
OFFICE**

- ☒ AMSJM-AW

**BUSINESS RELATIONS
OFFICE**

- ☒ AMSJM-BR

**EQUAL EMPLOYMENT
OPPORTUNITY
OFFICE**

- ☒ AMSJM-EE

**GENERAL COUNSEL
OFFICE**

- ☐ AMSJM-GC

**INTERNAL REVIEW
& AUDIT OFFICE**

- ☒ AMSJM-IA

**INSPECTOR GENERAL
OFFICE**

- ☒ AMSJM-IG

**PUBLIC AFFAIRS
OFFICE**

- ☒ AMSJM-PA

**SMALL BUSINESS
OFFICE**

- ☒ AMSJM-SB

HUMAN RESOURCE

MGT DIR, G-1

- ☒ AMSJM-HR
- ☐ AMSJM-HRC
- ☐ AMSJM-HRM
- ☐ AMSJM-HRO
- ☐ AMSJM-HRP
- ☐ AMSJM-HRR
- ☐ AMSJM-HRS
- ☐ AMSJM-HRT

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**FORCE PROTECTION
OFFICE, G-2**

- ☒ AMSJM-FP

**DEPUTY FOR
OPERATIONS, G-3/7**

- ☒ AMSJM-OP

COMMODITY MGT DIR

- ☐ AMSJM-CD
- ☐ AMSJM-CDA
- ☐ AMSJM-CDB
- ☐ AMSJM-CDB
- ☐ AMSJM-CDL
- ☐ AMSJM-CDP
- ☐ AMSJM-CDR
- ☐ AMSJM-CDS

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CENTRALIZED

MUNITIONS MGT DIR

- ☐ AMSJM-CT
- ☐ AMSJM-CTA
- ☐ AMSJM-CTD
- ☐ AMSJM-CTE
- ☐ AMSJM-CTM
- ☐ AMSJM-CTO
- ☐ AMSJM-CTP

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**MUNITIONS INTEGRA-
TION/STRATEGIC**

PLANNING OFFICE

- ☐ AMSJM-MI

QUALITY DIR

- ☐ AMSJM-QA
- ☐ AMSJM-QAE
- ☐ AMSJM-QAP
- ☐ AMSJM-QAS

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MUNITIONS

READINESS DIR

- ☐ AMSJM-RD
- ☐ AMSJM-RDC
- ☐ AMSJM-RDI
- ☐ AMSJM-RDO
- ☐ AMSJM-RDR

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**DEPUTY FOR
LOGISTICS, G-4**

- ☒ AMSJM-LG

CONTRACTING DIR

- ☐ AMSJM-CC
- ☐ AMSJM-CCA
- ☐ AMSJM-CCD
- ☐ AMSJM-CCS

4

**MUNITIONS BASE
MGT DIR**

- ☐ AMSJM-MB
- ☐ AMSJM-MBC
- ☐ AMSJM-MBE
- ☐ AMSJM-MBG

4

**SECURITY ASSIS-
TANCE DIR**

- ☐ AMSJM-SA
- ☐ AMSJM-SAA
- ☐ AMSJM-SAC
- ☐ AMSJM-SAM

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(CONT)

SUBJECT:

DISTRIBUTION: (CONT)

SAFETY & RADIO-
ACTIVE WASTE
OFFICE

☐ AMSJM-SF

TRANSPORTATION
OFFICE

☐ AMSJM-TT

☐ AMSJM-TTL*

☐ AMSJM-TTS*

3

**INFORMATION MGT
DIR, G-6**

☒ AMSJM-IM

☐ AMSJM-IMA

☐ AMSJM-IMI

☐ AMSJM-IMO

☐ AMSJM-IMP

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**RESOURCE MGT
DIR, G-8**

☒ AMSJM-RM

☐ AMSJM-RMA

☐ AMSJM-RMC

☐ AMSJM-RMF

☐ AMSJM-RMM

☐ AMSJM-RMR

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**HQ ARMY FIELD
SUPPORT COMMAND
GROUP**

☐ SJMF5-CG

☐ SJMF5-CSM

☐ SJMF5-DC

☐ SJMF5-GS

4

EQUAL EMPLOYMENT
OFFICE

☒ SJMF5-GSE

SECURITY/FORCE
PROTECTION OFFICE

☒ SJMF5-GSF

INSPECTOR GENERAL
OFFICE

☒ SJMF5-GSI

LEGAL OFFICE

☒ SJMF5-GSL

PUBLIC AFFAIRS
OFFICE

☐ SJMF5-GSP

**RESOURCE &
PERSONNEL MGT DIR,
G-1/8**

☒ SJMF5-RP

☐ SJMF5-RPH

☐ SJMF5-RPM

☐ SJMF5-RPR

4

CONTRACTING DIR

☐ SJMF5-CC

☐ SJMF5-CCA

☐ SJMF5-CCO

☐ SJMF5-CCS

4

**DEPUTY FOR
OPERATIONS, G-3**

☒ SJMF5-OP

INTEL OFFICE

☐ SJMF5-OPI

STRYKER BRIGADES
OFFICE

☐ SJMF5-OPS

LOGCAP DIR

☐ SJMF5-LC

LOGISTICS ASSIST-
ANCE PGM DIR

☐ SJMF5-LP

FIELD SPT &
LOGISTICS
READINESS DIR

☐ SJMF5-LR

OPS DIRECTORATE

☐ SJMF5-OD

THEATER DESKS DIR

☐ SJMF5-TD

**DEPUTY FOR
LOGISTICS, G-4**

☒ SJMF5-LG

AFLOAT DIR

☐ SJMF5-AF

LAND DIR

☐ SJMF5-LA

MATERIEL MGT DIR

☐ SJMF5-MM

☐ SJMF5-MMN

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REQUIREMENTS &
READINESS
INTEGRATION DIR

☐ SJMF5-RR

TRANSPORTATION
COORDINATION
OFFICE

☐ SJMF5-TR

**CBT SVC SPT
AUTOMATION MGT
DIR, G-6**

☒ SJMF5-AM

SUBJECT:

DISTRIBUTION: (CONT)

**ACTIVE ARMY DEPOTS/ACTYS (ADs/ADAs), AMMO PLANTS (AAPs), AMMO
ACTIVITIES (AAAs), ARSENALS, AND CENTERS:**

- ☐ Anniston Munitions Center-Blue Grass AD (SJMBG-AN)
- ☐ Blue Grass AD (SJMBG-)
- ☒ Crane AAA (SJMCN-)
- ☒ Defense Ammunition Center (SJMAC-)
- ☒ Hawthorne AD (SJMHW-)
- ☒ Holston AAP (SJMHS-)
- ☒ Iowa AAP (SJMIA-)
- ☒ Kansas AAP (SJMKs-)
- ☒ Lake City AAP (SJMLC-)
- ☒ Letterkenny Munitions Center-Crane AAA (SJMCN-MC)
- ☒ Lone Star AAP (SJMLS-)
- ☒ Longhorn/Louisiana AAP (SJMLL-)
- ☐ McAlester AAP (SJMMC-)
- ☒ Milan AAP (SJMML-)
- ☒ Mississippi AAP (SJMSs-)
- ☒ Radford AAP (SJMRf-)
- ☒ Red River Munitions Center-McAlester AAP (SJMMC-MC)
- ☒ Riverbank AAP (SJMRB-)
- ☐ Rock Island Arsenal (SJMRI-)
- ☒ Scranton AAP (SJMSC-)
- ☒ Sierra AD (SJMSI-)
- ☐ Tooele AD (SJMTE-)
- ☒ Watervliet Arsenal (SJMWV-)

FSC SITES:

- ☐ AMC Combat Equipment Group-Afloat (MFSAF-CO)
- ☐ AMC Combat Equipment Group-Europe (MFSGE-CO)
- ☐ AMC CONUS (MFSCN-CO)
- ☐ AMC Forward Europe (MFSEU-CO)
- ☐ AMC Forward Far East (MFSFE-CO)
- ☐ AMC Forward Southwest Asia (MFSSW-CO)

EXCESS ADs/ADAs & AAPs:

- ☒ Badger AAP (SJMBa-)
- ☒ Indiana AAP (SJMIN-)
- ☒ Joliet AAP (SJMJO-)
- ☒ Ravenna AAP (SJMRV-)
- ☒ Savanna ADA (SJMSV-)
- ☒ Seneca ADA (SJMSs-)
- ☒ Sunflower AAP (SJMSF-)
- ☒ Twin Cities AAP (SJMTC-)
- ☒ Volunteer AAP (SJMVO-)